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MINUTES OF THE MEETING OF FEBRUARY 2, 2016

A regular meeting of the Higher Education Commission was held at 3 Barrell Court, Concord, New Hampshire at 2:00 p.m. on Tuesday, February 2, 2016. The following members were present:

Tom Galligan, Chair
Todd Leach, Vice Chair
Steve Appleby (via telephone)
Sr. Paula Marie Buley
John Curran
Michael Diffily
Alicia Harvey-Smith (via telephone)
Anne Huot (via telephone)
Stephen Jones (via telephone)
Scott Kalicki
Peter Koch
Paul LeBlanc
Michele Perkins
Eli Rivera
Mark Rubinstein
Lindsay Whaley (via telephone)

The following members were unable to attend:

Virginia Barry
Donald Birx
Jim Fitzgerald
Ross Gittell
Mark Huddleston
David Mahoney

- 1) Chair Galligan called the meeting to order and welcomed everyone.

- 2) Mr. Leach moved, seconded by Mr. LeBlanc, to accept the minutes of October 6, 2015. The motion passed without dissent.
- 3) Vice Chair Leach assumed the Commission Chair position and presented Colby-Sawyer College's request to offer the Master of Science in Nursing. The site visit took place on December 3, 2015 and the team consisted of Richard Gustafson, President Emeritus, Southern New Hampshire University, and Sharon George, Dean of Nursing Emeritus, Saint Anselm College. Deb Taylor, Academic Vice President and Dean of Faculty, and Susan Reeves, Dean of the School of Health Professions at Colby-Sawyer College spoke on behalf of the request and answered questions. All Commission standards were met and the team recommended the Commission vote to approve new degree-granting authority to Colby-Sawyer College for the Master of Science in Nursing (MSN) degree through December 31, 2018, with the following provisions:
 - a) All copies of materials (including annual reports) to/from the New England Association of Schools and Colleges are forwarded to the Commission. Additionally, the Commission would be invited to attend any site visit(s). Participation as an observer at site visit(s) would be determined upon receipt and review of correspondence.
 - b) Provide the Commission with correspondence and filings with the Commission on Collegiate Nursing Education regarding the accreditation of the program.
 - c) Provide annual reports on or before December 31, 2016 and 2017 providing updated enrollment figures, student progression figures, scholarships awarded, any curricular or faculty changes and copies of program policies and public disclosures about the program.
 - d) Provide the Commission with the opportunity for a representative to observe any Commission on Collegiate Nursing Education site visit.

Ms. Perkins moved, seconded by Mr. Kalicki, to accept the recommendation. The motion passed without dissent, with Chair Galligan abstaining.

- 4) Director MacKay presented Hellenic American University's request to extend degree-granting authority for all degrees until June 30, 2017. This request was recommended as the timing would enable a small team to review the draft of the Self-Study being prepared for the New England Association of Schools & Colleges Comprehensive Evaluation scheduled for the Spring of 2017. Depending upon the timing of the New England Association of Schools and Colleges site visit, the Commission may receive a recommendation to extend approval to a later date (December 31, 2017), and have a Commission team serve as observers to the New England Association of Schools and Colleges review, thereby fully aligning the processes. This approval would be with the requirement copies of all materials to/from the New England Association of Schools & Colleges be forwarded to the Higher Education Commission, and regardless of eventual timing, an observer(s) from the Commission be invited to attend the New England Association of Schools and Colleges Comprehensive Evaluation site visit.

Mr. Koch moved, seconded by Mr. Kalicki, to accept the recommendation. The motion passed without dissent.

- 5) Kerryellen Vroman, Evaluation Team Chair, presented the MCPHS University's request to offer the Master of Science in Occupational Therapy. The site visit took place on November 18, 2015 and the team consisted of Kerryellen Vroman, Associate Professor and Department Chair of the College of Health and Human Services at the University of New Hampshire, and Director MacKay. Due to the serious illness of her husband and his tragic death, the full report was not able to be completed in time for the Commission meeting. Ms. Vroman attended and provided an oral summary. All Commission standards were met and it was recommended that the Commission vote to approve degree-granting authority to the MCPHS University for the Master of Science in Occupational Therapy degree, without a terminal date, with the following provisions:

- a) A copy of the full Evaluation Report by Kerryellen Vroman would be distributed to Commission members within ten working days (February 16, 2016).
- b) Provide the Commission with correspondence and filings with the Accreditation Council for Occupational Therapy Education regarding the accreditation of the program.
- c) Provide annual reports by December 31st of each year, as also required for other approved programs – Master of Physician Assistant, Doctor of Pharmacy, and the Bachelor of Science in Nursing.
- d) Provide the Commission with the opportunity for a representative to observe any Accreditation Council for Occupational Therapy Education site visit.

Mr. Kalicki moved, seconded by Mr. Curran, to accept the recommendations. The motion passed without dissent.

On behalf of the Commission, Chair Galligan extended sincere sympathy to Kerryellen Vroman on her loss.

- 6) Chair Galligan presented Rivier University's request to offer the Doctor of Nursing Practice. The site visit took place on December 16, 2015 with Jacquelyn Armitage serving as Chair. Due to an illness, Ms. Armitage was unable to attend the meeting. Sr. Paula Marie Buley, President of Rivier University and also a Commissioner, spoke on behalf of the request and answered questions. All Commission standards were met and it was recommended that the Commission vote to approve new degree-granting authority to offer the Doctor of Nursing Practice through June 30, 2018, with the following provisions:

- a) Provide an Annual Report on or before December 31, 2016 to include updates on the progress of the Doctor of Nursing Practice Program, including:
 - Examples of course syllabi that have been expanded to include requirement and standards of achievement;

- Data on DNP enrollment and a comparison of cost analysis actuals to projections;
 - Evidence of an assessment plan for the DNP.
- b) The Division of Nursing and Health Professions would seek Doctor of Nursing Practice and/or Ph.D. prepared faculty for the two positions planned for Fall 2016 and Fall 2017.
- c) The Commission would conduct a site visit in Spring 2017 to assess the status of the Doctor of Nursing Practice Program.
- d) Copies of all materials (including annual reports) to/from the New England Association of Schools and Colleges would be forwarded to the Commission. Additionally, the Commission would be invited to attend any site visit. Participation as an observer at a site visit would be determined upon receipt and review of correspondence.

Mr. Leach moved, seconded by Mr. Rivera, to accept the recommendation. The motion passed without dissent, with Sr. Paula Marie abstaining.

- 7) Director MacKay presented the American University of Madaba's request to replace the Bachelor of Science (BS) degree with the Bachelor of Arts (BA) degree for the following majors: Accounting, Business Administration, Marketing, Risk Management, Interior Design, and Banking and Finance, and to make such changes retroactive. Commission members raised numerous questions, with responses provided by Michael King (Attorney for the American University of Madaba) and via telephone, President Karim Numayr and Magid Madain (Director of American Accreditation for the American University of Madaba).

Based on information submitted and responses during the meeting, students were awarded degrees in September without the proper designation of BS or BA degree (including the changes approved on February 2nd). With the Commission approval of the proposal, students will now have their transcripts officially changed and will be reissued diplomas, with the understanding that reissuance may not occur until the prior diploma is returned.

In addition to considering the American University of Madaba's request, the Commission also identified a series of issues that should be addressed in the American University of Madaba report due to the Commission on March 1, 2016. These questions or issues included the status report on the accreditation work with the New England Association of Schools and Colleges; feedback from former students who received bachelor degrees without designation of "science" or "arts" and their response to the process of surrendering diplomas and receiving corrected diplomas; feedback from current students who have been informed their degree will change from a BS to a BA degree; verification of when the institution became aware of the conflict in degree names; information on whether there is market data on the difference in the value between the two degrees, and if so, is there a material impact; confirmation that both sides of the reissued diplomas will indicate the same degree and the Arabic version is the best translation of the American title; and an explanation of the American University of Madaba position on whether or not a violation of the New Hampshire statute occurred when degrees were issued without the BS or BA designation as the Higher Education Commission had approved.

Upon receipt of the report the Commission will review the information as the basis of consideration during the May 3, 2016 meeting of the Higher Education Commission whether to continue licensure, and if so, under what conditions, and to determine if a fine should be imposed.

Mr. Koch moved, seconded by Mr. LeBlanc, to approve the recommendations. The motion passed without dissent.

- 8) Due to the length of the meeting, Director MacKay presented abbreviated highlights of the Director's Report, and focused on Legislative updates for the following bills:
- HCR 12 – Urging support of the 65/25 initiative in New Hampshire. [support]
 - H.B. 1551 – Establishing the John and Molly Stark scholarship program and making an appropriation therefor. [do not support]
 - S.B. 314 – Relative to the membership of the higher education commission. [support]
 - S.B. 408 - Relative to funding for the children's savings account program. [support]
- 9) Under Other Business, Chair Galligan asked for volunteers for the Nominating Committee. Per Commission By-Laws, prior to the spring meeting of the Commission at which the new Chair and Vice Chair are elected, the outgoing Chair shall appoint a Nominating Committee for the upcoming two-year term consisting of one representative of a non-public institution, one representative of a public institution, and one representative of the lay public. The following commissioners volunteered to serve on the Nominating Committee:
- Ms. Huot – representing a public institution
 - Sr. Paula Marie – representing a non-public institution
 - Mr. Curran – representing the lay public

The meeting adjourned at 3:30 p.m.